

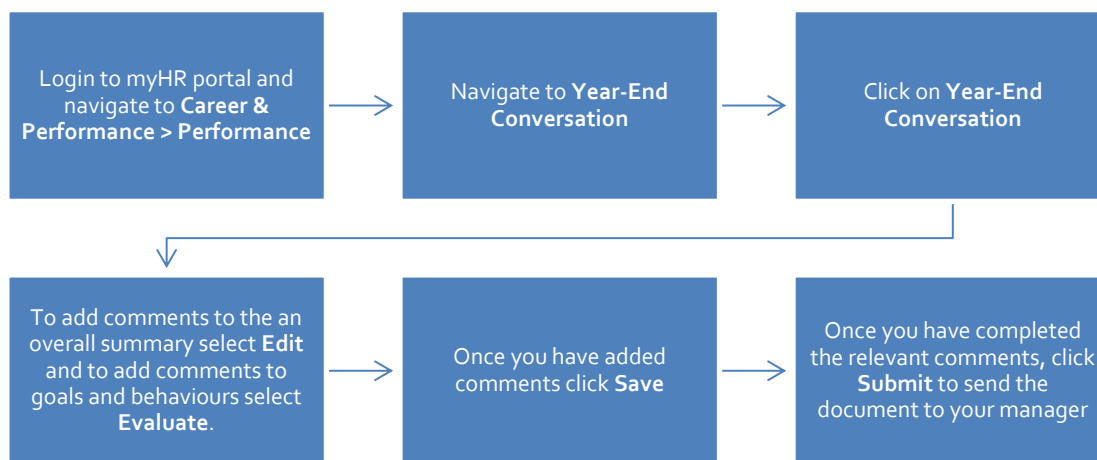
Employee – Year-End Conversation

End-of-year conversations are an important part of our performance cycle at Carnival UK. They give an opportunity to reflect on what you've achieved against your goals and recognise the work you've accomplished over the year.

Before you start your year-end conversation check out the [Insider](#) page for information on how to prepare.

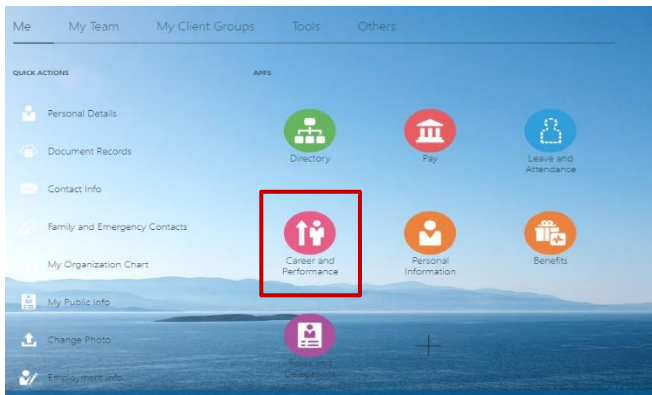
During your conversation, you and your manager will discuss your performance rating for the year. Your final rating and comments will be available for you to view on myHR Portal 29 December. You will receive a notification when this is available to view.

Quick guide to year-end conversations

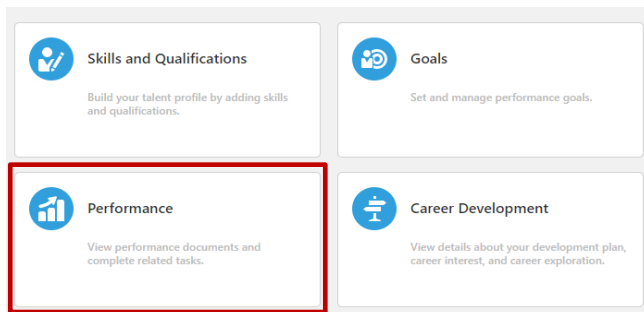


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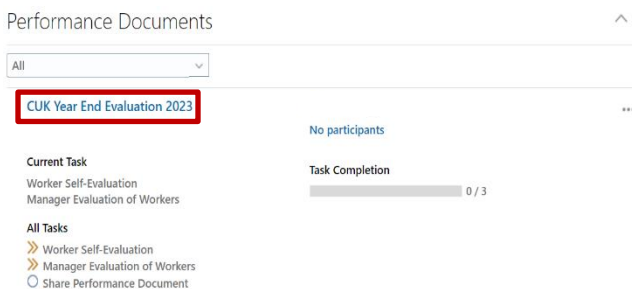
1. Login to your **Home** page and click **Career and Performance**



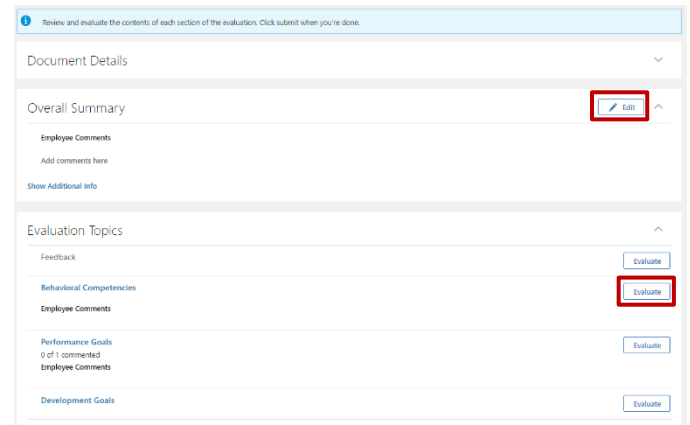
2. Click on **Performance**.



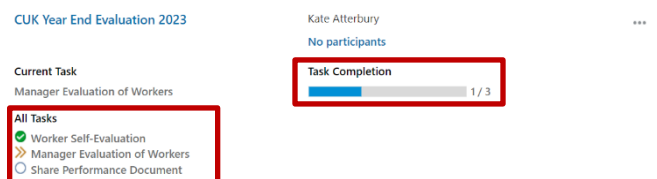
3. Check that the review period is **Carnival Performance 2023**.
4. Click on the **Year-End Conversation 2023**.



5. You will then see the **Overall Summary, Behavioural Competencies & Performance Goals**.



6. Select **Evaluate** and review how you have lived our [Culture Essentials](#) and progress against your goals. Think about your successes, challenges, and areas to develop.
7. Once you have added your comments click **Save**.
8. Any feedback that you have requested over the year will be visible in the **Feedback** section under **Evaluation Topics**.
9. Once you are happy with your comments, click **Submit** and the document will be sent to your manager to review. We recommend that you complete the **Summary section in the Overall Summary, Behavioural Competencies & Performance Goals**.
10. The current task will change to **Manager Evaluation of Workers** and **1/3 tasks complete**.



11. Your manager will review your comments prior to your Year-End Conversation.
12. Your final performance rating and comments will be available to view on **29 December**. You will receive a notification in myHR Portal and via email.